

**Township of North Brunswick**  
**Office of the Township Clerk**  
**Retail Food Merchant License Application**



REVERSE SIGNED: ☐

FEE: \_\_\_\_\_

Business/Merchant Information		Owner Information	
Trade Name:		Owner Name:	
Physical Address:		Owner Address:	
Address 2:		Address 2:	
Phone Number:		Phone Number:	
Fax:		Fax:	
Email:		Corporate Contact:	

Type: (Choose):	Fast Food <input type="checkbox"/>	Convenience <input type="checkbox"/>	Grocery Store <input type="checkbox"/>	Seated ( ) <input type="checkbox"/>	Take-Out Only <input type="checkbox"/>
Ice Cream Truck <input type="checkbox"/>	Mobile Food Truck <input type="checkbox"/>	Catering Truck/Trailer <input type="checkbox"/>	Vending (Food) <input type="checkbox"/>	Vending (Bev) <input type="checkbox"/>	

Vending Machine Applicants:			
Number of Vending Machines: (List Qty)	Food:	Beverage:	
Vending Machine Operator(s):			

Mobile Vendors: Catering - Ice Cream - Food Truck			
License Plate:		Vehicle Registered To:	
Registration Address:		City, Zip:	
Property Truck Where Truck Will Park (If Applicable):			
Agreement Provided: <input type="checkbox"/>	Contact:	Phone:	

All Ice Cream Truck and Peddler Applicants must Complete a Traffic Safety and Police Form in Compliance with NJAC 39:4:128

FOOD HANDLERS COURSE REQUIREMENT (1 Supervisory Person - Every Establishment - 1x Every 3 Years) - No Bruns 416-5			
Certificate Copy: <input type="checkbox"/>	Name:	Date:	
Servsafe Manager: <input type="checkbox"/>	Other Food Manager: <input type="checkbox"/>	MCOHS Food Handler: <input type="checkbox"/>	Other Food Handler: <input type="checkbox"/>

Home-Based Business: Per NJAC 8:24 - No Food or Beverage shall be Prepared or Sold From Home			
Agreement with Commercial Kitchen: <input type="checkbox"/>	Kitchen Name:		
Address:		City, Zip:	

I HEREBY CERTIFY THAT ALL THE ABOVE INFORMATION IS TRUE AND TO THE BEST OF MY KNOWLEDGE

Applicant Signature:	Date:
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**FOR TOWNSHIP USE ONLY** APPROVALS		
Zoning Officer: <input type="checkbox"/>	Signature:	Date:
Health Inspector: <input type="checkbox"/>	Signature:	Date:
Police (Mobiles): <input type="checkbox"/>	Signature:	Date:

Please Make Out Payment To: Township of North Brunswick	Date Issued:
Return Application To: Municipal Clerk's Office 710 Hermann Road North Brunswick, NJ 08902	License Number:



**All Applicants:**

**Registered Owner:**

- By signing your name to the application you certify your responsibilities as an owner of a Retail Food Establishment. Therefore, any enforcement required but not limited to Summonses for Municipal Court, Fines, and/or Injunctions will be written to you as the owner. Any discrepancies and/or issues regarding ownership or legal matters are at the discretion of the court to make applicable changes.

**Food Safety Certificates**

- All Retail Food Applicants shall provide an approved certificate in Food Safety. Approved courses include but not limited to ServSafe Food Handler and Middlesex County Office of Health Services Food Handlers Course. These course certificates are valid for **3 Years**.
- Food Safety Manager Certificates (ie Servsafe, etc) will be accepted and honored for the **5 Years** they are valid. The Health Department shall deem this necessary per the risk rating of your establishment. A detailed list of courses and providers is available from the Health Department or the Clerk's Office. These courses are approved by the NJ Department of Health.

**Change of Ownership:**

- If you wish to sell your business or take over a business and change ownership you **WILL NOT** be "grand-fathered" by any older laws. Your business will be subject to inspections by the Fire Marshall's Office and the Health Inspector before you can operate under new ownership. These inspections may require you to undergo construction and/or make changes to the kitchen or prep areas not limited to changing sinks, adding sinks, upgrading ventilation, grease traps, etc.
- All changes will be required to be reviewed by the Construction Department and the Health Inspector and may or may not require permits and inspections.
- You may start this process with an Application for Zoning and Occupancy from the Fire Marshall's Office.

**Construction:**

- As mentioned above in change of ownership any construction and/or changes to layout, removal of equipment, changes to plumbing, etc must be approved by the Health Inspector and/or Construction Official. Plans may be required to be submitted depending on the scope of work. Permits may also be required. You may contact the Building Regulations Department at x450.

**New Establishments:**

- Any new establishment should have a walkthrough inspection conducted by the Health Inspector if a kitchen is existing so that it may be established any changed that must be made.
- Any new construction must have plans submitted to the Building Regulations Department with applicable permits and fees. Plans must be reviewed by the Construction Official, Plumbing Official, and the Health Inspector. Per NJ Laws officials have 30 days to complete a Plan Review.

**License Renewal:**

- All licenses expire July 31<sup>st</sup> of the calendar year. Licenses must be renewed by the date of expiration. Any license not renewed by September 1<sup>st</sup> of the Calendar year or penalties will apply. Any license application missing information or the Food Safety Certificate will be denied by the Health Inspector and/or the Zoning Officer.
- **At the discretion of the Township of North Brunswick your license may be revoked or not renewed if found in violation of any provisions of the Licensing Chapter, Building or Health Codes.**

**I understand the above mentioned information provided to me and all applicable regulations as provided by the Township of North Brunswick and the State of New Jersey. I understand that the above listed information are guidelines and I may be subject to further applicable local and state regulations.**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_